



## **FLOOD CONTROL DISTRICT OF MARICOPA COUNTY CAPITAL IMPROVEMENT PROGRAM (CIP) PRIORITIZATION PROCEDURE**

### ***I. PURPOSE OF THE PROCEDURE:***

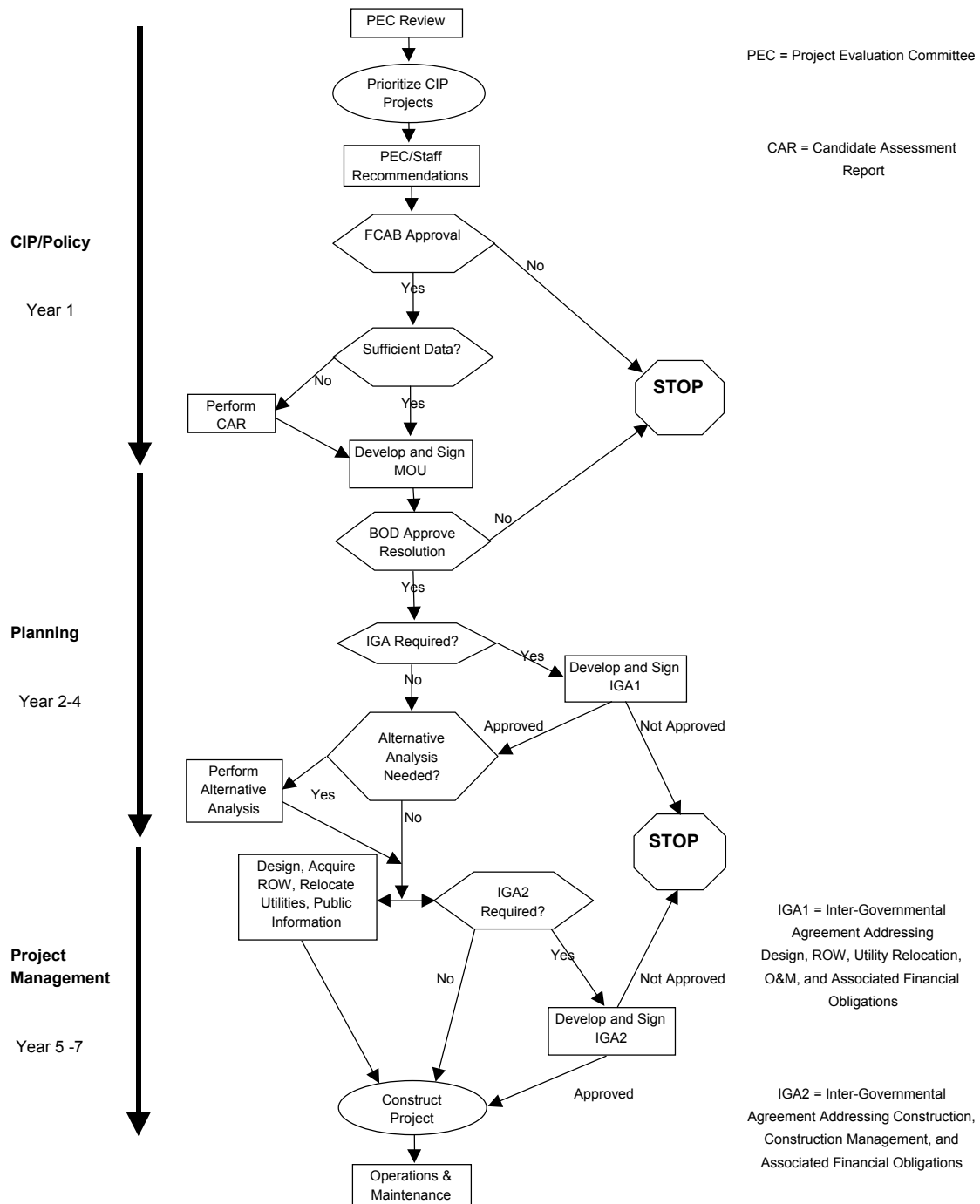
The Prioritization Procedure used by the Flood Control District is a multi-step decision process intended to implement previously approved fiscal policies from the District's Strategic Plan. Potential CIP projects are identified primarily through agency requests and/or the Area Drainage Master Studies/Area Drainage Master Plans/Watercourse Master Plans (ADMS/ADMP/WCMP), Floodplain Delineation or other District programs. The term "Agency" is defined as a municipality or other government agency, such as a department of the Federal or State government operating in Maricopa County.

In the first step, all projects or studies requested are evaluated by the Project Evaluation Committee (PEC) to determine whether the request should be recommended for inclusion in a District-funded planning or capital improvement program. Planning studies undertaken in the District's Planning Program are usually totally funded by the District. Projects recommended for the Capital Improvement Program (CIP) are usually cost shared between the District and the requesting agency(s).

If the PEC determines that a project request, which is recommended for inclusion in the CIP, needs additional information, they may recommend that a Candidate Assessment Report (CAR) be performed at District expense prior to having a project Memorandum of Understanding (MOU) and Resolution prepared. The purpose of a CAR is to develop more detailed information on potential CIP projects in the areas of design, rights of way, permitting, mitigation, construction, operations and maintenance requirements and costs. The information will be the basis for project cooperation MOUs and agreements and project scheduling (see FCD Project Flow Chart).

As ADMSs, ADMPs and WCMPS are completed and adopted, it is anticipated that a significant number of future CIP project requests will be generated through this program. Input received annually concerning project priorities coming from these, or other plans, as well as other potential projects, will continue to be sought and prioritized on a County-wide basis using this procedure. District staff will work with local municipalities to prepare the necessary documents and exhibits for the municipality to adopt the ADMS/ADMP/WCMP for land use and drainage infrastructure planning.

## FCD Project Flow Chart



## ***II. GOALS OF THE PROCEDURE:***

1. To provide an objective method for prioritizing flood control and regional drainage projects generated through District programs or requested by other agencies.
2. To familiarize other agencies with the project evaluation criteria to be considered by the District when prioritizing potential projects for inclusion in the District's Five-Year CIP.
3. To optimize the timing of project requests with the District's annual budgeting cycle.
4. To reduce uncertainty in the project scoping and Intergovernmental Agreements (IGA) negotiation processes.
5. To identify projects on an annual basis that would be eligible for potential inclusion and prioritization in the District's Five-Year Capital Improvement Program (CIP).
6. To provide a mechanism for redistributing funds in the District's Five-Year CIP in response to unanticipated events which may impact the Five-Year CIP.

## ***III. PROJECT REQUEST CALENDAR:***

1. Each year by the second Friday in May, District staff will send notice to each appropriate agency requesting that the agencies prepare prioritized CIP project requests for the District's next fiscal year review cycle. The Letter of Intent (LOI) and seven (7) copies of each project proposal should be received by the District no later than the third Friday in July if an agency wishes to have projects considered by staff for the following fiscal year's Five-Year CIP. Project requests received after this date must be authorized for review by the Flood Control Advisory Board (FCAB) prior to staff prioritization. The notice will detail the criteria, listed in Section IV below, to be used by District staff when evaluating and prioritizing potential CIP projects.
2. By the third Friday in July, detailed information on District-proposed CIP projects will be submitted to the CIP/Policy Branch for processing.
3. CIP/Policy Branch staff will serve as point of contact, receive all CIP project proposals, and prepare project summaries for use by the Project Evaluation Committee. The Committee will be comprised of District staff and will include one or two members from the CIP/Policy Branch, the Manager of the Hydrology/Hydraulics Branch, the Manager of the Engineering Division, the Manager of the Regulatory Inspections Branch, and the Manager of the Land Management Division.

4. During the month of August the PEC will review and prioritize all new project proposals for potential inclusion into the District's CIP. The priority for recommended projects that have not been initiated in the preceding fiscal year shall be based on the project proposal's total score, regardless of the year in which the proposal was submitted.
5. Projects that were previously requested that had CARs performed, and that are significantly different than the original request should be resubmitted and re-prioritized by the PEC.
6. By the second week of September, the PEC will provide its prioritized list of District-proposed and agency-requested planning studies and CIP projects to the Manager of the Planning and Project Management (PPM) Division.
7. By the first week of October, the Chief Engineer and General Manager, the Manager of the PPM Division, and the CIP/Policy Branch Manager will meet with the FCAB Program and Budget Committee to review staff recommendations. FCAB Program and Budget Committee guidance will then be incorporated into the staff recommendation. During the month of October, the staff recommendation will be presented to the FCAB for information and discussion, and will be provided to the agencies on the District's project prioritization mailing list.
8. By the first Wednesday in December, the staff recommendations, including any changes received since the October FCAB meeting will be presented to the FCAB for approval. Once approved, a final priority list will be provided to all agencies (by mid-January).
9. At the January FCAB meeting, the proposed Five-Year CIP will be presented to the FCAB.
10. At the discretion of the agency submitting a project proposal, those lower priority requests not approved by the FCAB can be reformatted and resubmitted after consultation with District staff.
11. The Planning Branch will be responsible for coordinating Memorandums of Understanding (MOU) and agreements with cooperating agencies, for completing the pre-design studies and for providing status reports on the projects.
12. Projects determined to be feasible through the CAR study step will be re-prioritized in accordance with #5 above. Projects which remain priorities and have signed IGAs, where applicable, will then be included in the District's Five-Year CIP.

#### ***IV. PRIORITIZATION CRITERIA:***

The Prioritization Criteria has been developed as a means for staff to uniformly consider and evaluate District-generated or agency-requested Five-Year CIP projects. Agencies having jurisdiction over stormwater drainage in the project area must be able to demonstrate that their regulations conform with or exceed the provisions of the Uniform Drainage Policies and Standards (UDPS) for Maricopa County. To satisfy this requirement, copies of pertinent ordinances should be referenced and/or attached to the project request. In the event that concerns arise, a joint determination of conformance will be made by the requesting agency and the District.

Each request which meets this minimum standard will be evaluated by District staff and scored on the Project Evaluation Committee Project Priority Worksheet (copy attached). Through the eleven (11) weighted criteria listed below, a maximum total of 100 points per project is possible. If insufficient data is provided for a particular criterion, the minimum number of points will be awarded in that category. Projects will be ranked by staff according to the total points received.

A Letter of Intent (LOI) must accompany each project request and be signed by an agency staff manager responsible for submitting the request. The LOI is not a legally binding document. It will assist District staff in preparing future project MOUs and IGAs. When signed by the District's Deputy Chief Engineer, after a project is approved for inclusion into a future Five-Year CIP, it will become the basis for development and negotiation of project MOUs and IGAs.

#### **PROJECT OVERVIEW & DETAILS**

##### Project Description (0 points)

Provide a summary of the proposed project with a reproducible location map. Include information concerning project goals, problems to be addressed, anticipated project features, and relationships to any other planned, ongoing or completed infrastructure projects.

##### 1. Agency Priority (5 points)

Multiple project proposals from a single agency should be ranked by the agency prior to submittal. Separate projects must not be grouped into generalized categories such as high, medium or low. However, a number of integrated projects required to improve a particular watershed may be classified as a single, phased project. As appropriate, the District will request an annual update of the agency's priority list.

2. Master Plan Element (8 points)

Provide information on the project's relationship to any existing or ongoing, flood control/stormwater management master plans or other types of plans. These plans could include, but are not limited to, Drainage, Land Use, Transportation, Recreation, Environmental, Economic Development or other agency-sponsored plans. For projects that are components of an agency-sponsored master plan, points will be awarded on the basis of the project's relative significance or priority within the overall plan. If the ADMS/ADMP/WCMP or other Master Plan has been adopted by the Agency, provide a copy of the adoption instrument (Resolution, Council Action, Board/Commission minutes, etc).

3. Hydrologic/Hydraulic Significance (10 points)

Describe existing watershed conditions. Where applicable, the description should assess both the contributing watershed and the availability and/or conveyance capacity of the receiving outfall system. The types of information to be considered include the following:

- a. Location in delineated floodway/floodway fringe area or non-delineated flood prone (minimum of two events in 10 years) area;
- b. Peak discharges and frequency of flooding events;
- c. Depth, velocity and duration of flow;
- d. Contributing watershed characteristics (size, slope, land use, etc.);
- e. Existing outfall characteristics (none, undersized, full capacity, etc.); and,
- f. Other.

4. Level of Protection (10 points)

Identify the flood return frequency (2-year to 100-year) to be addressed by the project. When applicable, information regarding both the anticipated design level of protection and the effective level of protection, such as that provided by storm drains combined with curb and gutter roadways, should be provided.

## PROJECT BENEFITS

### 5. Area Protected (25 points)

Provide a summary of the benefits that would be provided by completion of the project. The various types of information to be considered includes the following:

- a. The number and estimated value of residential, commercial and industrial buildings to be protected that are located in delineated floodways or 100-year floodplains;
- b. The number and estimated value of residential, commercial and industrial buildings to be protected that are not located in delineated floodplains;
- c. Number of public buildings (schools, libraries, churches, etc.) to be protected;
- d. Amount of infrastructure (roads, drainage/flood control or wastewater facilities, etc.) to be protected or enhanced (e.g., storm drain capacity increase from 2-10 years.);
- e. Amount of cultivated acreage to be protected by the project;
- f. Acreage of developed, agricultural and undeveloped land to be removed from the 100-year floodplain;
- g. Percentage of agency's jurisdictional area (developed and undeveloped) to be protected;
- h. Identify the population directly and indirectly benefited by the project;
- i. Age of development and length of time that the flooding problem has existed;
- j. Year drainage regulations and/or floodplain delineation were adopted;
- k. Will completion of the project result in a reduction of the floodplain and/or an improvement in the community's floodplain rating? and,
- l. Other.

### 6. Environmental Quality (8 points)

Provide enough detail to permit an evaluation of how the project may immediately or potentially benefit existing conditions in the areas of:

- a. Water quality (e.g., will stormwater be managed through basins or wetlands prior to its discharge to the receiving waters?);

- b. Vegetation and wildlife habitat (e.g., will an existing wildlife corridor be maintained/enhanced, or will new habitat areas be created through the provision of dedicated drainage/open space areas?);
- c. Environmentally sensitive areas (designated wildlife areas, riparian corridors, etc.) to be protected;

7. Area-wide Benefits (10 points)

These immediate or potential benefits will be weighed in addition to the flood control requirements of the project:

- a. Multiple-use features, benefits and contributions such as ground water enhancement (either through groundwater percolation or direct recharge), support for alternative forms of transportation such as trails and bike paths, support for recreation opportunities, restoration of riparian and other habitat, and other open space uses and activities.
- b. Contributions to the visual quality of the environment through preservation or enhancement of the natural character of the landscapes of Maricopa County and/or enhancement of local community character.
- c. Improvement of quality of life indicators such as, but not limited to, preservation or enhancement of cultural and historic resources, and opportunities for conservation education within the community.
- d. Qualifies for grant funding such as transportation enhancement funds, water protection funding, wildlife habitat improvement funding, or other specific grant funding.

## PROJECT FUNDING

8. Total Project Cost (6 points)

Estimate the total design, land acquisition, and construction costs, and provide a projection of the amount of time necessary to complete each phase. At a minimum, qualitative information on environmental permitting/mitigation and aesthetic/public acceptance costs should also be included.

9. Level of Partner(s) Participation (8 points)

Provide pertinent information on the availability of other agency resources to assist with project implementation. The types of information to be considered include the following:



- a. Direct agency matching dollars available;
- b. An agency's financial capabilities and ad-valorem tax contributions to the District;
- c. The availability of non-cash contributions (R/W donations, etc.);
- d. Previous agency flood control expenditures in the project area;
- e. The availability of funds from other sources, such as federal matching funds or private contributions; and.

10. Operation & Maintenance Costs (5 points)

At a minimum, the request should qualitatively address expected future public costs for the operations and maintenance of the project.

11. Operation & Maintenance Responsibility (5 points)

Describe in detail which agency will be responsible for the operation & maintenance of the completed project. The discussion should include whether the District, the requesting agency, or others will be expected to assume responsibility for operations, maintenance and replacement.

**Note:**

The information provided in #9-11 above will be used to evaluate and rank the requested projects. The information provided will be considered for negotiation of project partnering agreements. However, specific partner responsibilities and cost-sharing amounts will be determined in discussions with District staff on a project by project basis.

Attachments:

Evaluation Committee Project Priority Worksheet  
Letter of Intent, Fiscal Year 2004/2005 Prioritization Procedure